**CAREER OBJECTIVE**



A self-motivated professional with master’s degree in Information Systems and Technology with 6 years of IT experience and Certified Associate Project Manager seeking a challenging career in Information Technology, business acumen and management skills.

**EDUCATIONAL QUALIFICTIONS**



Master’s in Information Systems and Technology from University of Michigan Dearborn, 2020. B.E Information Science and Engineering from Visvesvaraya Technological University, 2011.



**CERTIFICATIONS**



**Certified Associate Project Management (CAPM) (Issued February 2021) Credential#:2983092**

**SKILLS**



**Microsoft Project, Microsoft SharePoint, SharePoint online, Power BI, SAP, Spotfire, JIRA, Confluence, MS Azure**

**SUMMARY**



Assist senior project managers in the day-to-day aspects of managing projects, such as developing a project artifact, communicating to team members, managing the project schedule, developing and posting status reports, checking on the quality, and timeliness of work.



Assist senior project managers in the development of project plans and RFPs. Track, monitor and



develop reports on project performance.

Prepare project status reports, briefings, financial analysis reports, time reports, and other project control documents.



Effectively identify issues monitor risk and escalate for support as appropriate.



Provide continuous administrative support to Project Managers to ensure accuracy and efficient

production of reports and other relevant documentation.

Follow established and relevant SOPs and methodologies in performing daily work



Provide feedback to management on changing methodologies/standard operating procedures, as

appropriate.

**PROFESSIONAL EXPERIENCE**



**Project Manager in LBWL, Lansing [1year]**

**1.** Project Type: **Application Development**

**Role Project Manager**

Client Lansing Board of Water Light

Duration January’ 20 till December’20

Team Size: 7 Location: Lansing

***Project Description:***

The Paper+ project is intended to emulate the current paper forms with new web-based SharePoint forms.

***Responsibilities:***

Provided support to project managers on large projects and programs. Managed and delivered small projects, upgrades, and enhancements.



Supported the refinement and management of PMO processes, metrics and artifacts.

Supported the ongoing management of status reports and dashboards as well as handled Quality

Assurance role regarding report out materials and tracking.

Participated in the creation of Work Breakdown Structures (WBS) as well as maintain those work plans throughout the lifecycle of project or projects.



Participated in identifying risks and raising Issues throughout the lifecycle of a project. Monitored and Controlled project responsibilities including maintenance of project logs (Action Items, Decisions, Issues, Risk).



Assisted in the maintenance of the project collaboration repository. Ensured project changes follow change management procedures.



Supported or held Weekly Project Progress Review Meeting with core team and stakeholders. Communicated project status to project stakeholders and management.

Prepared status reports and metrics for large project or programs by gathering project information from multiple workstreams and projects.

Supported the project intake and requestor engagement process.



Supported the overall success of projects by working with project team members and stakeholders from various areas of the organization.

***Project Description:***

Created intranet site for the internal use of the company using SharePoint online.

***Responsibilities:***

Gathered and analyzed business requirements and worked with business team, architects, and product owners to translate the requirement into user stories.



Created project charter, project schedule, WBS, test scripts, use cases.



Actively participated and advised Agile ceremonies - product backlog refinement, sprint planning, sprint acceptance ceremonies, and sprint retrospectives.

Coordinated project tasks such as scheduling project meetings and communicating status of project and project team activities to stakeholders.



Conducted trainings, presentations and call-in hours for enquiries regarding the project.



Translated business requirements to user stories and technical specifications in JIRA, reviewed them with the technical implementation teams, created acceptance criteria.

Communicated complex business and IT concepts effectively with the entire team - from the



engineers to the executive stakeholder.

Ensured project changes follow change management procedure (ADKAR methodology). Coordinated project tasks such as scheduling project meetings and communicating status of project and project team activities to stakeholders.



Created web pages for every department using Microsoft SharePoint online.

Created web parts, quick links, customized calendar, document repository, lists.

Migrated 30 department web pages with Word documents, PDF, PPT, templates, images. Conducted trainings, presentations and call-in hours for enquiries regarding the project.

***Recognition and Awards:***

Earned employee recognition award for two projects.

**Software Engineer and Technical Project Manager, Wipro Technologies [6.3years]**

**2.** Project Type: Support

**Role Developer and Technical Project Manager**

Client Wipro Technologies

Duration May 2014 – October 2016

**Team Size: 4** Location: Bengaluru **Module:** Spotfire, SQL

***Project Description:***

This project is provision automation system for Wipro Finance team. The business users were performing provisioning activities by extracting files from SAP and other systems and performing manual processing

and manual SAP upload. The automation of provision uses working/outputs for reporting and dashboard in spot fire reporting tool, which achieved the objective of reducing overall processing time and manage data issues.

***Responsibilities:***

Documented the requirements gathered and reported them, then requested for the required input files



for respective processes.

Developed SQL scripts and made sure all business requirement and business logic are incorporated in the code.



Developed data flow diagrams, test cases and functional specification document for the processes apart from business requirement documents.



Tested the scripts with the input files received, generated the SAP upload files from input data and validated these automated results with manual results, making sure the output data has required transformations based on logic provided.



Developed multiple dashboards on spot fire based on the inputs from business using output data from SQL to provide analysis reports.



Supported or held Weekly Project Progress Review Meeting with core team and stakeholders. Monitored and Controlled project responsibilities including maintenance of project logs (Action Items, Decisions, Issues, Risk).



Participated in the creation of Work Breakdown Structure (WBS) as well as maintain those work plans throughout the lifecycle of projects



**Worked as SAP BI Consultant in Wipro, Bengaluru**

**3.** Project Type: **Application, Maintenance, Support**

**Role Consultant**

Client Heineken Application Support

Duration January 2012- April 2014

**Team Size: 8** Location: Bengaluru **Module: SAP BI**

***Project Description:***

Heineken International is a Dutch brewing company. Heineken owns over 125 breweries in more than 70 countries. It brews and sells more than 170 international premium, regional, local and specialty beers.

***Responsibilities:***

Monitored data loads on daily, weekly and monthly basis, which will update into various BI data



targets through process chains.

Monitored process chains and analyzing the reasons for failures of the process chains. Manually loaded and rolled up the data into data targets.



Monitored process chains, which are scheduled for periodic loads, for master data and transaction data loads to automate the data loading in the organization.

Communicated with the client frequently by giving expert support.



Analyzed the errors in the data loads and maintaining work history for all the tickets till they are closed.

Involved in data scheduling, uploading (full/delta) into data providers, monitoring and error handling.



Created and activated the info objects, info cubes, DSOs, data sources, transformations (both DSO



and info cube level), info packages, DTPs, process chains, aggregates.

Analyzed business requirements, consultation with project team members.

